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5 UNITED STATES DISTRICT COURT  
6 CENTRAL DISTRICT OF CALIFORNIA

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8 ) **ORDER FOR COURT TRIAL**

9 ) 1. Cut-Off Date for Discovery:  
10 ) 2. Cut-Off Date for Joining Parties  
11 ) or Amending Pleadings:  
12 ) 3. Cut-Off Date for Hearing  
13 ) Motions:  
14 ) 4. Expert Witness Exchange  
15 ) Deadlines: Plaintiff's  
16 ) \_\_\_\_\_; Defendant's  
17 ) \_\_\_\_\_  
18 ) 5. Trial Date: \_\_\_\_\_ at 8:00  
19 ) a.m.  
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Plaintiff(s),  
vs.  
Defendant(s).

17 **SCHEDULING:**

18 1. In General. The Court has established a cut-off date to join parties  
19 or amend pleadings. All motions to join other parties or to amend the pleadings  
20 shall be filed and served on, or prior to, the cut-off date. All motions to join  
21 other parties or to amend the pleadings shall be noticed for hearing. All  
22 unserved parties are subject to dismissal at the time of the Pre-Trial Order is  
23 signed.

24 2. Discovery Cut-Off. The Court has established a cut-off date for  
25 discovery in this action. All discovery is to be completed on, or prior to, the cut-  
26 off date. Accordingly, the following discovery schedule shall apply to this Court.

27 A. Depositions. All depositions shall be scheduled to commence at least  
28 five (5) working days prior to the discovery cut-off date. All original depositions

1 to be used in trial shall be lodged with the Courtroom Deputy on the day of trial.

2 B. Discovery Motions. Any motion respecting the inadequacy of  
3 responses to discovery must have been heard by the discovery cut-off date.

4 Counsel are expected to strictly comply with all local rules and the Federal Rules  
5 of Civil Procedure concerning discovery. Whenever possible, the Court expects  
6 counsel to resolve discovery problems among themselves in a courteous,  
7 reasonable, and professional manner. The Court expects that counsel will strictly  
8 adhere to the Civility and Professional Guidelines adopted by the United States  
9 District Court for the Central District of California in July of 1995.

10 LAW AND MOTION:

11 1. The Court has ordered the above cut-off date for the hearing of  
12 motions in this action. All motions must be noticed so that the hearing takes  
13 place on or before the motion cut-off date. Counsel is to provide chambers with  
14 conformed courtesy copies of any reply documents. Please do not put courtesy  
15 copies in envelopes.

16 2. If oral argument is not required, counsel will be advised the week  
17 before the hearing date. If oral argument is to be heard, the Court will make  
18 every effort to serve by fax a tentative ruling or an outline of issues on which  
19 argument should concentrate in advance of the hearing date. Please include your  
20 fax number on all pleadings.

21 3. Counsel are to deliver courtesy copies of reply documents to the  
22 Judge's office in the drop box in the corridor by chambers on the 7th floor of the  
23 Roybal Federal Building.

24 4. All documents are to comply with the Local Rule 11-3.1 and shall be  
25 prepared in 14-point font or larger or monospaced typeface with no more than  
26 10 ½ characters per inch. Counsel are also directed to adhere to Local Rule 11-  
27 3.6, requiring that all documents be double spaced, and Local Rule 11-8,  
28 requiring that all briefs that exceed 10 pages in length must have a table of

1 contents and table of authorities.

2 PRE-TRIAL FILINGS:

3 Counsel should discuss streamlining the trial, including presentation of  
4 testimony by deposition excerpts or summaries, time limits, stipulations as to  
5 undisputed facts, and qualification of experts by admitted resumes.

6 Memoranda of Contentions of Fact and Law, Witness Lists, and Exhibit  
7 Lists are to be filed seven (7) days before the trial in conformance with Local  
8 Rule 16, et seq. SETTLEMENT PROCEDURES:

9 A settlement procedure is required in every case pursuant to Local Rule 16-  
10 14, et seq. The Court will normally be guided by counsel's agreement as to what  
11 procedure is appropriate for this case and when the optimum time for that  
12 procedure is. Counsel are responsible for seeing that the settlement procedures  
13 are conducted well before the date set for trial. Not to the exclusion of other  
14 procedures, the following are available:

- 15 (1) a settlement conference before the district judge  
16 or magistrate judge assigned to the case; however,  
17 the undersigned shall not participate in  
18 settlement of a case to be tried without a jury;
- 18 (2) a settlement conference or mediation before  
19 an attorney selected from the Attorney  
20 Settlement Panel;
- 21 (3) the employment (at the parties' expense) of  
22 a private judge, a mediator, or arbitrator.

22 TRIAL PREPARATION FOR COURT TRIAL:

23 THE COURT ORDERS that all counsel comply with the following in  
24 their preparation for trial:

25 1. MOTIONS IN LIMINE

26 All motions in limine must be filed and fully briefed and noticed to  
27 be heard no later than twenty-one (21) days before the trial date.

28 2. TRIAL EXHIBITS

1 Counsel are to prepare their exhibits for presentation at the trial by  
2 placing them in three-ring binders which are tabbed down the side with the  
3 exhibit numbers. An original and two copies of the exhibit notebooks are to be  
4 provided to the Courtroom Clerk on the first day of trial. The originals shall  
5 each be tagged with the appropriate exhibit tags in the upper or lower right-hand  
6 corner of the first page of each exhibit. Each notebook shall contain a list of each  
7 exhibit included. Counsel shall supply three extra copies of their individual or  
8 joint exhibit list and witness list to the Clerk at the start of the trial. The exhibits  
9 are to be numbered in accordance with Local Rule 16.5.

10 All counsel are to meet not later than ten (10) days before trial and to  
11 stipulate, so far as is possible, to foundation, waiver of the best evidence rule, and  
12 to those exhibits which may be received into evidence at the start of the trial.  
13 The exhibits to be so received will be noted on the extra copies of the exhibit  
14 lists.

15 3. FINDINGS OF FACT:

16 Fourteen (14) calendar days before the trial date, each party is to have  
17 prepared proposed Findings of Fact and Conclusions of Law. Copies of these  
18 proposed Findings and Conclusions shall be served on opposing counsel. Each  
19 party shall review the other party's proposed Findings and Conclusions and  
20 make such changes in their own proposed Findings and Conclusions as are  
21 deemed necessary following such review.

22 Seven (7) calendar days before the trial date, each party shall lodge two  
23 copies of proposed Findings of Fact and Conclusions of Law with the Court, also  
24 serving other parties if changes have been made.

25 The parties shall be prepared to submit to the Court, and to exchange  
26 among themselves, supplemental findings of fact and conclusions of law during  
27 the course of the trial.

28 4. TRIAL:

1 Trial days are Tuesday through Friday from 8:00 a.m. to 1:30 p.m. with  
2 two fifteen-minute breaks, normally at 10:00 a.m. and 12:00 p.m.

3 The Clerk is ordered to serve a copy of this Order personally or by mail on  
4 counsel for all parties to this action

5 DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2003.

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8 FLORENCE-MARIE COOPER, JUDGE  
UNITED STATES DISTRICT COURT  
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UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

Plaintiff(s),  
vs.  
Defendant(s).

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**EXHIBIT LIST**

*SAMPLE FORMAT*

EXH. No.	DESCRIPTION	IDENTIFIED	ADMITTED

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vs.

Plaintiff(s),

Defendant(s).

**VS.**

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